

CITY OF FREDERICKSBURG QUICK QUOTE TERMS

These terms apply to your response unless the City of Fredericksburg purchase order states otherwise.

1. The City of Fredericksburg General Terms apply to this order <http://fredericksburgva.gov/DocumentCenter/View/6659> .
2. **QUOTATION LIMITATION:** Bidders shall offer only ONE ITEM AND PRICE for each line item bid. No alternatives will be accepted, unless requested by the City. If an "or equal" item is to be bid, the bidder must select the brand and model that meets or exceeds the specified item and submit their bid for that item. A discount price offered for a quantity purchase of the same manufacturer and model would not be considered a limitation; however, only the unit price requested will be considered in award.
3. **PRODUCT INFORMATION:** The bidder is responsible for clearly and specifically identifying the product being offered and enclosing complete and detailed descriptive literature, catalog cuts, and specifications with the bid to enable the City to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the bid to be considered non-responsive.
4. **BID EVALUATION/CONTRACT AWARD:** All items listed in this solicitation will be awarded to the lowest responsive responsible bidder meeting specifications. The City reserves the right to award the contract in the aggregate, by line item, by section or by manufacturer, based on the best interest of the City.
5. **METHOD OF ORDERING:** The City may use two different methods of placing orders from the final contract: Purchase Orders (PO's) and approved City procurement cards. A Purchase Order (PO) may be issued to the Contractor on behalf of the City department ordering the items/services covered under this contract. An issued PO will become part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of Virginia. Procurement Card orders and payments may also be made by the use of a City "Procurement" Card. The Procurement card is currently a Visa card. Contractors are encouraged to accept this method of receiving orders. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the City Purchasing Agent and/or City department to proceed. Purchase requisitions shall not be used for placing orders.
6. **DELIVERY DATE:** Shipment must be made by date specified. Please advise the contact person listed on the purchase order if shipment cannot be made as specified.
7. **PACKING SLIP:** A packing list or delivery ticket must be furnished with each shipment indicating the Purchase Order number (or other order reference), vendor name, item description, quantity ordered, and quantity shipped.
8. **CHANGES IN PURCHASE ORDER:** No changes or substitutions may be made in any of the provisions of this order without prior approval of the Contact on purchase order. If approved, a Change Order will then be issued.
9. **PRICES / PROMPT PAYMENT:** This order is acceptable only at prices stated. In the absence of other contractual terms, payment shall be due 30 days after receipt of properly completed invoice, or acceptance of materials or services, whichever is later. If a discount for prompt payment is allowed, the discount period will begin on the date of receipt of a properly completed invoice, or acceptance of materials or services, whichever is later. No tax shall be included, except as provided in this order.
10. **TAXES:** The City of Fredericksburg is exempt from and will not pay Federal Excise Tax, Transportation Tax, or the Commonwealth of Virginia Sales and Use Tax. Federal Excise Tax Exemption Number is 54-6001293. The Commonwealth of Virginia Sales and Use Tax Certificate may be obtained by calling 540-372-1007 ext.244.
11. **INVOICES / PAYMENTS:**
 - a. Vendor shall render invoices as per specific instructions embodied in this order. Purchase Order number issued by the City must be referenced on all invoices, packages or correspondence.
 - b. Never include on one invoice goods furnished on two or more Purchase Orders. Each Purchase Order must be invoiced separately.
 - c. Address inquiries concerning the payment of invoices to:
 1. For City Department Invoices / Payments – contact: Fiscal Affairs, 540-372-1007 ext.244